
FRONT COVER:

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Chapter 1

The Basics On Time Management

Synopsis

“Time is what we want most, but what we use worst.” – William Penn

Time Management is one misleading phrase. While science fiction, for the longest time, has been fixated on the subject of managing time using numerous ways, like the idea of time travel, not one person on this earth can really manage time. As a human, the only thing that you can hope to attain is to successfully manage your life's events in the most efficient way possible for you to have adequate time left for other things that you need to accomplish. Time is the one that manages itself, in all sense of the word.

Here, you will get to learn more about time management and discover some simple techniques and ideas that you can put to use so that you can make your own time become in the most efficient way possible for you to get all things done while still having enough time left for yourself.

Was there ever a time in your life when you wished for more time? Did you ever want time to pass even more quickly? There are instances when time seems to fly while on other times, it seems to be dragging. You often hear people complaining how their time at school or work is dragging, while the holidays just pass by all too quickly.

The Basics

These illusions are merely the effect of how a person reacts to different emotions and environments because whether you like it or not, nothing will change the fact that one day is always composed of 24 hours, no more, no less.

According to research, once the human brain is engaged in numerous activities, it experiences a reduction in the ability to notice how time passes. Conversely, when your brain has less stimulation, it tends to focus on keeping tab on time passing.

Time management is almost as good as safeguarding your money. You protect your money, aiming to use this in the wisest way possible and avoiding any waste. You budget. You balance the money you earn with the money you spend. And just like money, your time is also a limited but valuable resource. This means that the skills that you will need for managing your time is the same with those required for money management to be successful – planning, management, as well as self-control.

By learning good skills in time management, you will have better chances of controlling your time, with the primary goal of improving your life. Furthermore, this improvement must reduce the levels of stress in your system and heighten your energy levels. Through proper time management, you can maintain or come up with the perfect balance between your family, personal and work life while still possessing the flexibility of responding to new opportunities or surprises.

Chapter 2

Identify Where Your Time Management Is Out Of Control

Synopsis

“Waste your money and you're only out of money, but waste your time and you've lost a part of your life.” – Michael LeBoeuf

Do you usually feel overwhelmed with all the tasks included in your to-do list?

Are you struggling every single day to meet your deadlines despite putting in a lot of hard work? Do you end up double booking or forgetting appointments because you never had the time to go through your schedule first?

Were there important projects that were overlapped by the smaller “fires” that need your attention? These, my dear friend, are symptoms that your time management is going out of control.

Where Do You Need Help

At one glance, it might seem like all tasks listed on your list have equal importance and urgency. But with just several minutes of your time, their differences will quickly become clearer once you learned how to determine your priorities then start organizing and executing around them.

There are many cases when people are all too excited in managing their time in the hopes of allotting enough for everything that they end up neglecting the more vital things and putting more effort and time on those that are not of great importance.

Identifying and deciding what is the most essential is one skill that you can develop with a mindful practice. Every person in this world has his or her own unique set of goals, responsibilities, and duties and no single formula is working for everybody.

To have an effective setting of priorities, you need to understand first your personal dreams and roles. What are the duties of your job? What kind of commitments do you have to the community and your family? What are your long term professional and personal aspirations? How do you plan to move toward them? Once all these things have been clear to you, it will also become easier for you to define your life's priorities and set your time to make the most out of it.

Chapter 3

How Your Time Management Affects Your Life

Synopsis

“Lost time is never found again.” – Benjamin Franklin

All people are taught about the essence of time management, but do you really realize just how crucial it is? As you already know, time management refers to the effective use of your time for completing the necessary tasks.



Managing Time

Usually, the need for managing time occurs in workplaces and schools, although these are not necessarily the only places where time management can come in handy. You might think that managing time is something easy but the truth is, this is far from being that. Whether it is good or bad, time management can greatly affect the life of an individual.

Proper time management has unlimited effects. Both at home and at the work place, proper management of time can pave the way for the accomplishment of more duties and activities.

At the workplace, knowing the benefits of managing time and implementing a good plan for it can result to better quality of work that is produced in a faster rate or speed. This can also involve the creation of a schedule for taking breaks and working. Most employees learned that managing their time at work instead of spending time talking to coworkers give them satisfaction on their productivity and more stability with their job.

When time is not managed properly in the workplace, things will not only become stressful but even dangerous. An employee who does not manage his or her time end up rushing to complete projects that can lead to a low quality of work, and this can result to termination when worse comes to worst. The risky aspect of wrong time management can also increase significantly based on the kind of job. For instance, in the case of construction workers, rushing their job in the hope of beating the deadline can result to serious injury or worse, even death.

Similarly, time management is also important when you are at home. Many people today are unorganized and fail to complete their day to day family activities and tasks. In the case of most families, they find it much easier to manage time by coming up with a family schedule that can include chores, homework, and certain family activities. It has already been proven that when things at home are done quickly, family members also get to spend more quality time together.

But while proper management of time has amazing advantages, doing it in the wrong way can be just as equally devastating. When time is not managed properly, it can negatively affect the workplace, the home and all other people around you. At home, there is a possibility that improper management of time can lead to unnecessary tension among the members and family disagreements. Families that lack the proper sense of managing time are also more likely to miss their scheduled activities, be late for the events at work or school, and not spend some quality bonding time together.

Without a doubt, time management can greatly affect the life of a person. If done properly, it can make life better and happier but a single wrong move can turn things upside down, that is why extra care is always needed when managing your time, be it at home or at the work place.

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